



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Approve request for proposal and authorize advertising for bids for concession operations at Lodi Lake Park and other locations (determined quarterly) for recreational events

MEETING DATE: April 21, 2004

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council approve the attached Request for Proposal and authorize advertising for bids for concession operations at Lodi Lake Park and other locations (determined quarterly) for recreational events.

BACKGROUND INFORMATION: Periodically, the Parks and Recreation Department solicits proposals for concession operations at Lodi Lake Park and other park locations for recreational events. The most recent agreement for these concessions expired December 31, 2003.

The concession operations consist of the sale of food, beverage, picnic supplies and souvenirs at Lodi Lake Park during normal park hours, excluding special events. Additionally, the concessionaire and Director of Parks and Recreation may mutually agree upon additional locations to provide concessions for recreational programming or events where no concessions are otherwise provided.

Staff researched the possibility of providing concession operations in-house but found the start-up costs prohibitive of providing a profitable venture.

FUNDING: None


Tony Goehring
Parks and Recreation Director

TG/SB:tl

Attachments

cc: City Attorney
Purchasing Agent
Parks & Recreation Management Analyst

APPROVED: 
H. Dixon Flynn, City Manager

NOTICE INVITING PROPOSALS

Concession Operations at
Lodi Lake Park and Other Locations
in
The City of Lodi, California

The City of Lodi hereby invites sealed proposals for the operation of a food cart concession at Lodi Lake Park and other locations for recreational events in the City of Lodi (as determined quarterly by mutual agreement with concessionaire and Director of Parks and Recreation) during the period beginning May 21, 2004 and ending December 31, 2005.

Each proposal shall be in accordance with this notice and specifications on file with and available from the Lodi Parks & Recreation Department, 125 North Stockton Street, Lodi, California 95240, (209) 333-6742. No proposal will be considered unless it is submitted on a proposal form provided by the City of Lodi.

Said sealed proposals shall be delivered to the Purchasing Officer, City of Lodi, 212 West Pine Street, Lodi, CA 95240, (P.O. Box 3006, Lodi, CA 95241-1910), at or before

11:00 a.m. Wednesday, May 5, 2004.

On that date and hour said sealed proposals will be publicly opened in the Public Works Conference Room, City Hall 221 West Pine Street, Lodi.

The City of Lodi reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept other than the high proposal, or not to award on the basis of proposals received.

Reference is hereby made to said specifications for further details, which specifications and this notice shall be considered part of any contract made pursuant thereto.

CITY OF LODI
Joel E. Harris
Purchasing Officer

CITY OF LODI
DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR PROPOSALS FOR
CONCESSION OPERATIONS
AT LODI LAKE PARK AND OTHER LOCATIONS

Area to be Serviced:

Lodi Lake Park, 1301 West Turner Road, Lodi, CA and other locations as approved quarterly by mutual consent of Concessionaire and Director of Parks and Recreation.

Agreement Duration:

May 29, 2004 through December 31, 2005

General Provisions:

That the City of Lodi Parks and Recreation Department deems it desirable for the proper conduct and operation of food and beverage concessions at Lodi Lake Park, that concession privileges be granted to a private individual, partnership, or corporation;

And that the award of the contract for the proper conduct and operation of said food and beverage concession be made to the highest and most responsible vendor fully and properly responding to this request for proposals;

And that the successful vendor shall be bound by and required to perform those duties, and will receive the benefits, as described by and set forth in the Agreement attached hereto.

Information and Instructions:

The contract for the proper conduct and operation of the food and beverage concession will be awarded to the vendor who in the opinion of the City of Lodi is best qualified to perform the duties and obligations and render the services set forth in the attached agreement. The successful vendor shall be chosen on the basis of, but not limited to, the following information which each vendor must supply in his or her proposal:

1. The percentage of gross sales, after sales taxes, to be paid to the City of Lodi (minimum acceptable percentage is 10%);
2. Experience, background and ability to perform and provide a successful concession operation;
3. Financial condition and bondability;
4. Quality and variety of products and services offered;
5. References.

In order to be considered, proposals must be submitted on a proposal form provided by the City of Lodi under sealed cover and identified as "Proposal - Concession Operations", and received by the City of Lodi, City Hall Annex, 212 West Pine Street, Lodi, CA 95240 (P.O. Box 3006, Lodi, CA 95241-1910) no later than

11:00 a.m. Wednesday, May 5, 2004

At that time, in the Public Works Conference Room, City Hall 221 West Pine Street, Lodi, proposals will be publicly opened. The City of Lodi reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept other than the highest proposal, or not to award on the basis of proposals received.

The successful vendor will have the sole and exclusive right and license, except for certain special events as described in the attached Agreement, to vend food, beverages, picnic supplies, and souvenirs at food cart concessions at Lodi Lake Park, 1101 W. Turner Road, Lodi, and other locations as approved quarterly by mutual consent of the Concessionaire and Director of Parks and Recreation for periods between May 29, 2004 and December 31, 2005. At the City's discretion, according to the decision of the City Manager and staff, a two year extension of this agreement may be considered, based upon performance by Concessionaire during the initial period of this agreement.

PROPOSAL FORM

To: The Lodi City Council, Lodi, California
c/o Purchasing Officer
If delivered by mail:
P O Box 3006
Lodi CA 95241-1910

If delivered by UPS, FedEx, or courier
212 West Pine Street
Lodi CA 95240

From: _____
(N a m e o f V e n d o r)

The undersigned declares to have carefully examined the Notice Inviting Proposals, the Agreement attached hereto, and these instructions for submitting this proposal for the conduct and operation of food cart concessions at Lodi Lake Park and other locations as approved quarterly by mutual consent of the Concessionaire and Director of Parks and Recreation for periods between May 29, 2004 and December 31, 2005, and agrees to be fully informed regarding all of the conditions affecting the performance under the terms of these instructions and documents, and that the information was secured by personal investigation and research and not from any estimate of any City employee or agent, and that no claim will be made against the City by any reason of estimates or representations of any officer or agent of the City; and proposes and agrees if the proposal be accepted, to perform the duties of the operation of said concessions in strict compliance with San Joaquin County Health Department standards and requirements for concession operations, and according to the Agreement attached hereto.

The undersigned hereby proposes to pay the City of Lodi the amount of

_____ %

of the gross sales from concession operations after sales taxes for the privilege of furnishing concession services at Lodi Lake Park in accordance with the attached specifications and Agreement.

The vendor hereby submitting this proposal shall also attach to this proposal a written or typewritten statement which shall include information as to:

- Experience, background, and reliability in performing and providing a successful concession operation; Financial condition and bondability;
- List of foods, beverages, and other items and services proposed to offer in concession operations at Lodi Lake Park;
- A list of at least three references indicating successful operation of a concession during the past five years.

In submitting this proposal as herein described, vendor agrees to have carefully examined the specifications and provisions of this proposal form and understands the meaning, intent, and requirements of same;

That, if awarded the contract, vendor will enter into a written contract and furnish the services in the time specified in strict conformity with the specifications and conditions contained therein for the price quoted by the vendor on this proposal;

And that this proposal is genuine, and submitted in good faith, without collusion or fraud, and that the only persons or firms interested in this proposal as principal or principals are named herein, and that this proposal is made without connection with any other person, partnership, or corporation making a proposal.

This proposal may be withdrawn by the written request of an authorized representative of the undersigned at any time prior to the deadline for submitting proposals.

Business Name: _____

Address: _____

Telephone: _____

Type of Business: (Individual, Partnership, Corp.) _____

Name of Authorized Representative: _____

Signature: _____

Title: _____

Date: _____